

## **Chapter 15F. Research Project File Folder**

### **What to keep in a Research Project File Folder and Project Folder Alignment of Documents**

Alignment directions start from **BACK to FRONT of folder**.

Starting with the LAST page, and continuing to the front of the folder, assemble the documents in the following order:

- Old project Executive Summary Sheet, 416/417
- Any NPL, ADA, or AD Program direction
- Approved Prospectus for New Project Plan
- Peer Review memo from OSQR
- **Final** Approved Research Project Plan
  
- 416/417 with FY permanent fund transfer (signed by RL)
- Official Print of Approved Action (RL,AD,NPL,BPMS)
- Print of each additional action submitted throughout the life-time of the project. Keep sheets with changes only. Examples include:
  - Update Investigator and SY-Time with submitted FY ARMPs (keep Executive Summary and 416 only)
  - Biosafety annual updates (keep Executive Summary sheet and 416 only; 417 if changed)
  - Permanent or temporary fund transfers (keep Executive Summary sheet and Fund Transfer sheet only)Replace the submitted copy with the Official print of approved action.
  
- Place ALL 421 annual reports at the back of the project folder throughout the years. When the project is terminated, transfer all the 421s to the front of the folder.
  
- 421s for year 5, year 4, year 3, year 2, year 1, final annual report
- Budget Transaction (list of all fund transfers throughout the life-time of the project)
- Official Terminated Executive Summary Sheet, 416, 417.